ALLIANCE OF SCHOOLS FOR COOPERATIVE INSURANCE PROGRAMS

## On The Alert!



Date:March 20, 2020Attention:ASCIP MembersAffected:All School Facilities

**Applicability:** K-12, Charter Schools and Community College Districts

## Protecting Vacant Schools During COVID-19 Closure

With schools and colleges closed due to the Coronavirus Pandemic, there are increased property risks due to fire, water damage and weather-related damage. Additionally, this is an opportune time for a wide range of crimes to occur - vandalism, arson, theft of contents, sprinkler units and copper or other metals, etc. ASCIP offers the following tips to reduce loss and protect vacant properties.

## **Tips to Prevent and Protect Against Crimes on Property**

- 1. Conduct frequent, regular "walk-through" inspections of the vacant property at different times of the day to note any changes. Weekly, more thorough inspections are recommended.
- 2. Keep cameras, alarms, and fire prevention devices in service intrusion detection, sprinkler, fire, and smoke.
- 3. Secure all perimeter doors and windows with deadbolt locks.
- 4. Store computers, cameras and other electronics in a secured location where they are not visible through windows and are not easily accessible.
- 5. All money and checks should be secured in a locked location or safe. Do not store large amounts of cash in safe.
- 6. Maintain exterior and interior motion or timed lighting.
- 7. Remove/relocate any debris or hazardous materials from the site, including unnecessary combustibles, pollutants, or chemicals.
- 8. Electrical equipment and utilities not necessary for protection or security should be turned off.
- 9. Suspend mail and delivery services.
- 10. Ask the local police department to include your school or facility in a night tour if you notice any vandalism, attempts at entry into a building or experience any break-ins.
- 11. Notify neighbors, any alarm company, and local authorities, including police and fire departments, that your building is unoccupied. Provide them with updated emergency contacts.

## Tips to Prevent and Minimize Weather-Related Damage to Buildings

- 1. Check rooftop flashings and penetrations to ensure a tight, leak-free seal.
- 2. Check exterior window caulking and seals to ensure a leak-free seal.
- 3. Clear leaves and other obstructions from gutters, scuppers and down spouts.
- 4. Clear all surface drains and runoff channels of leaves and other obstructions.
- 5. Check all grade-level exterior door thresholds to ensure that rubber seals are in good condition.
- 6. After rains, be sure to look for leaks or water intrusions.

In the event that your District sustains property damage, please contact Noel Waldvogel, Claims Manager at (916) 245-3523 or email to <a href="mailto:claims\_info@ascip.org">claims\_info@ascip.org</a>.